

~~CONFIDENTIAL~~

2 August 1954

MEMORANDUM FOR: Chief, Inspection & Review

SUBJECT : Adequacy of Training - FE Personnel.

1. You asked the following question: "How many people who have come into CIA since June 1950 have had basic training courses for jobs to which they are assigned?" The words "basic training courses" have been interpreted to mean "necessary courses to constitute minimum adequate training".

2. A study has been completed and is attached hereto as Tab A. The study is broken down by career designations and years of entry on duty. The sources of information, the standards of training adequacy applied, and a statement of definitions and limitations necessary to an understanding of the study are set forth below.

### 3. Sources

(a) The Office of the Assistant Director for Personnel furnished, under date of 7 July 1954, a roster of Staff Employees on duty, assigned to FE Area Division T/O's (both overseas and headquarters) as of 26 June 1954, and whose current service EOD was subsequent to 30 June 1950. These total [REDACTED]

25X9A2

(b) Information as to what training courses had been completed by which individuals was obtained primarily from the records maintained in the Registrar's Office of the Office of Training. This was supplemented in respect of certain individuals by the personal knowledge of, and records maintained by, the Senior Staff training officers and the personnel officers of certain Branches of the FE Division.

(c) Information as to the job assignments of those individuals the adequacy or inadequacy of whose training was not evident was obtained from Division personnel office and from the personnel officers of the several Branches of the FE Division.

### 4. Standards

(a) The adequacy of training of each individual was determined by the training officer of the Senior Staff whose career designation the individual bore. In making such determination

~~SECRET~~

~~CONFIDENTIAL~~

JOB NO. BOX NO. FLD NO. DOC NO. NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 04/66 REVIEWER GSC/9 TYPE DOC. 02  
NO. PGS 3 CREATION DATE 0806 COMP 11 OF 11 ORG CLASS S  
REV CLASS C REV COORD AUTH: HR 70-9

~~SECRET~~  
~~CONFIDENTIAL~~

25X1A

the training officers were guided by the existing [REDACTED] as modified in application by such officers with the approval of the Clandestine Services Training Committee.

25X1A

(b) For an individual whose job assignment required the exercise of responsibility in more than one functional field (e.g. PP and FI), the necessary courses in each such field formed the basis for the determination of the adequacy of training.

(c) In determining the adequacy of training in marginal cases, the previous experience factor was applied where information was available. Unfortunately information as to previous experience was lacking in most such cases, and the individual was included among the number inadequately trained.

#### 5. Definitions and Limitations

25X9A2

(a) The study was confined to those individuals whose names appear on the roster mentioned in paragraph 3.(a) above. Staff Agents, of whom there are [REDACTED] were not included.

(b) The study was further confined to the [REDACTED] individuals bearing career designations (FI, PP, PM, TSS) appropriate to the Clandestine Services. [REDACTED] individuals bearing the Clandestine Services clerical designation (PS) were excluded.

25X9

(c) In determining what training courses an individual had completed, only those courses completed by 2 July 1954, were considered. Thus the fact that certain individuals were then in, or scheduled to take, courses is not reflected in the study.

(d) In the case of 35 individuals, no information was available as to whether or not they had had training. Because such absence of information was felt almost surely to indicate lack of training, these individuals were included among those inadequately trained.

(e) For the purpose of this study, the following job assignments were presumed to require the exercise of responsibility in more than one functional field:

Division Chief	Senior Representative
Deputy Division Chief	Deputy Senior Representative
Branch Chief	Mission Chief
Deputy Branch Chief	Deputy Mission Chief
Division Training Officer	Station Chief
	Deputy Station Chief

25X1A9a

cc: I&amp;R Chrono

~~SECRET~~~~CONFIDENTIAL~~

25X9A2

Approved For Release 2001/08/07 : CIA-RDP78-06365A001100050026-8

Approved For Release 2001/08/07 : CIA-RDP78-06365A001100050026-8